



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL STATION
PEARL HARBOR, HAWAII 96860-8000

NAVSTAPEARLINST 5720.4
017:REM

0 6 OCT 1996

NAVSTA PEARL INSTRUCTION 5720.4

Subj: PROCEDURES FOR RELEASE OF INFORMATION UNDER THE FREEDOM
OF INFORMATION ACT (5 USC 552 AND 552A)

Ref: (a) 5 USC 552, 552a
(b) DODINST 5400.7
(c) SECNAVINST 5720.42E
(d) SECNAVINST 5720.44A (Public Affairs Regulation)

1. Purpose. To set forth procedures for the release of documents and records within the possession and control of the Commanding Officer, Naval Station, Pearl Harbor, Hawaii.

2. Cancellation. NAVSTAPEARLINST 5720.2.

3. Background. Reference (a) is the Freedom of Information Act (FOIA). References (b) and (c) promulgate the provisions of this act within the military and the Naval Service in particular.

4. Action

a. All Freedom of Information Act requests for documents and/or information from any individual or organization that is not within the Department of the Navy and acting in an official capacity shall be forwarded to the Naval Station, Pearl Harbor, Staff Judge Advocate. This includes requests to interview military witnesses or civilian employees of the United States, where their statement or testimony concerns a matter of direct interest to the United States or a matter in which the United States is, or may be, a party.

b. The Staff Judge Advocate shall advise the Commanding Officer in all matters relative to the release of information and records at this command. In appropriate cases, the Staff Judge Advocate shall take the necessary steps to refer certain requests to higher authority for a decision as to their release.

c. Replies to requests for information shall only be made by the Staff Judge Advocate unless directed otherwise within ten working days of their receipt.

d. The foregoing shall not be construed to preclude the release of information, per reference (d), by the Public Affairs Officer at this command.


K. M. KENNEDY

NAVSTAPEARLINST 5720.4

08 OCT 1996

Distribution:

NAVSTAPEARLINST 5605.2D

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